

**BY ORDER OF THE COMMANDER  
301ST FIGHTER WING**

**301ST FIGHTER WING INSTRUCTION  
21-165**



**12 APRIL 2013**

***Maintenance***

***AIRCRAFT FLYING AND MAINTENANCE  
SCHEDULING PROCEDURES***

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This instruction implements Air Force Instruction (AFI) AFI 21-101, , *Aircraft and Equipment Maintenance Management*, 26 July 2010 (with AFGM2, 4 April 2012), AFI21-101/AFRCSUP, 13 January 2011, AFI 11-102, *Flying Hour Management Program*, 30 August 2011 and Air Force Reserve Command Instruction (AFRCI) 21-165, *Aircraft Flying and Maintenance Scheduling Procedures*, 7 February 2011. It fulfills the MAJCOM requirement to supplement AFRCI 21-165; direct references to these instructions is indicated by the specific instruction enclosed in parenthesis, i.e.”(AFRCI21-165)”; references to AFI 21-101 indicate the appropriate supplement; references annotated as “(Wing Policy)” result from the local implementation of underlying directives. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the recommending office thru the 301FW Publications/Forms Managers (301 CF/SCOKP) to Higher Headquarters if necessary. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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**1. Scope.** The 301st Maintenance Group (301MXG), 301st Operations Group (301OG), and Mission Support Groups (301 MSG) are responsible to the 301st Fighter Wing Commander (301FW/CC), to provide combat capability for tasked aviation package missions and required continuation training for 457th Fighter Squadron (457FS) pilots. The 301FW/CC holds the listed Group Commanders, and respectively their subordinate Squadron Commanders, responsible to ensure the capability and quality of wing-wide support of the comprehensive annual Wing Flying Hour Program (FHP) which consists of the entire planning cycle and documentation necessary for accomplishing the contracted MAJCOM FHP for each fiscal year (FY).

1.1. This instruction is based on the following conditions:

1.1.1. A unit manning document with Total Force Integration (TFI) consisting of Active Duty, Air Reserve Technicians and Traditional Reservists.

1.1.2. Steady-state, fully-manned and resourced organization; deficiencies in manning, budget, equipment, and training may impact the specifications listed. Group Commanders will inform fellow Group Commanders and Wing leadership of any limiting factors (LIMFACs) as soon as possible.

1.1.3. Maintenance manning limitations are as follows: Authorized maintenance Air Reserve Technician (ART) positions and Active Duty positions in Unit Manning Document (UMD) sustain two 8-hour shifts each work day. Work days are Monday through Friday (except holidays) plus one or two Unit Training Assembly(s) (UTA) weekend(s) per month.

1.1.3.1. Do not include traditional reservists in the personnel capability computation for purposes of flying hour program development (Air Force Reserve Command Instruction (AFRCI ) 21-165, *Aircraft Flying and Maintenance Scheduling Procedures*).

1.1.4. 301FW has 24 Primary Aircraft Assigned (PAA); 301FW is equipped with 27 Primary Mission Aircraft Inventory (PMAI).

1.1.5. Significant changes from this baseline shall warrant revision of this instruction and/or the Annual Flying and Maintenance Plan.

1.1.6. Where applicable, AFI 21-165 and AFI 21-10, *Aircraft and Equipment Maintenance Management* references to Operations Squadron (OS) Flying Squadron (FS), Operations Support Squadron (OSS), and 301st Operations Support Flight

(301OSF) are replaced with OPS in this instruction. References to OPS shall include 457FS and 301OSF; the 457FS/DO shall ensure proper coordination between 457FS and 301OSF.

1.1.6.1. Any time this instruction references a specific work center or section within the 301OG, that functional area is solely responsible to ensure compliance with this instruction.

1.1.7. The term “MX” in this instruction refers to all affected areas within the 301MXG. Any coordination with “MX” implies a fully coordinated effort that includes 301AMXS, 301MXS, 301MOF and 301MXG representatives.

1.1.7.1. Any time this instruction references a specific work center or section within the 301MXG, that functional area is solely responsible to ensure compliance with this instruction.

## **2. Goals.**

2.1. Accomplish the flying and maintenance planning cycle, beginning with First Look Requirements in March of each year as outlined in AFI 21-101/AFRC/SUP, Chapter 7, paragraph 7.4 and AFRCI 21-165, Chapter 2, paragraphs 2.2 through 2.4. This will be the basis for the 301FW annual Flying Hour Program (FHP).

2.2. Achieve and maintain Ready Aircrew Program (RAP)

2.3. Accomplish all of the Wing’s (Major Command) MAJCOM-allocated FHP flying hours per fiscal year. The 301OG/CC and 301MXG/CC shall jointly evaluate any circumstances that affect ability to fully execute FHP, including requesting/turning-back hours.

2.4. Expend or turn back all allocated munitions per fiscal year.

## **3. Flying Hour Development Program.**

3.1. Wing Annual Flying Hour Program. The Wing Annual Flying Hour Program (FHP) is the comprehensive annual process and associated documentation by which the Wing agencies execute the MAJCOM FHP as planned and documented in Wing annual, quarterly, monthly, and weekly flying and maintenance plans (“flying schedules”).

3.2. Annual Flying and Maintenance Plan. The Annual Flying and Maintenance Plan documents are produced through the planning and cooperation of the Fighter Squadron, Operations Support Flight, Aircraft Maintenance Squadron, Maintenance Squadron, and Maintenance Operations Flight supervision and schedulers. This plan consists of the aggregate flying and maintenance schedules developed to balance long-range fleet health and equipment and personnel readiness while providing training, currency, proficiency, and “cost of business” sorties for assigned/attached pilots. The annual plan is constructed IAW AFRCI 21-165, AFI 21-101/AFRC/SUP, AFI 11-2F-16V3, *F-16 Operations Procedures*, the MAJCOM RAP Tasking Message, and other applicable guidance based on the historical performance/capability data and the best available information on requirements and capability available. Adjustments are made in subsequent quarterly, monthly, and weekly scheduling meetings as new information or requirements occur. The annual FHP consists of monthly plans that include the number of required sorties, flying hours, ordnance, support (adversaries, ranges, tankers, controlling agencies, etc.); non-standard events and

requirements, night flying, exercises, cross country sorties and deployments will be coordinated and incorporated as appropriate.

3.3. Wing FHP Annual Plan Milestones. The annual FHP development process consists of the following milestones:

3.3.1. First Look report—an internal wing document that highlights maintenance capacity and operational requirements; provides 301FW/CC all known factors for next FY FHP.

3.3.2. Flying Hour Allocation—The AFRC Baseline Allocation Message is the contract between AFRC and 301FW for flying hours.

3.3.3. Wing FHP Planning and Planning Factors—coordinated wing response to baseline allocation message, constructing the FHP to accomplish the allocations.

3.4. First Look. The First Look report is an internal wing document intended to highlight potential maintenance-capacity and operational-requirement disconnects in the upcoming year (AFI 21-101/AFRC/SUP).

3.4.1. First Look requirements begin on or about 15 March and shall be developed IAW AFRCI 21-165 chapter 2 and AFI21-101/AFRC/SUP chapter 7

3.4.2. NLT 15 March, Plans, Scheduling and Documentation (PS&D) shall task maintenance Analysis section to provide a capabilities assessment (wing policy).

3.4.2.1. Maintenance Analysis section shall provide the airframe, personnel and facility capabilities assessment in a monthly format, IAW procedures outlined in AFRCI 21-165, paragraph 2.4.

3.4.3. NLT 31 March, maintenance Analysis section shall deliver the capability assessment to PS&D (AFI21-165)

3.4.4. NLT 10 April, PS&D shall distribute First Look capability study to OPS scheduling section and 301MXSupervision (AFRCI 21-165); this shall normally be accomplished during the first weekly scheduling meeting of April (wing policy).

3.4.5. NLT 25 April, OPS shall provide the requirements listed below, by month, for the entire fiscal year (AFRCI21-165). Information shall normally be presented at the second or third weekly scheduling meeting of April (wing policy).

3.4.5.1. Number of Operations and Maintenance (O&M) days required (AFRCI 21-165). O&M days for this purpose are the number of scheduled flying days per month to meet OPS Combat Mission Ready (CMR) requirements.

3.4.5.2. Compute the number of sorties required per O&M day to meet the operational requirement using the formula: (Number of sorties required) divided by (number of O&M days in a given month). Sorties per day will be computed by month for the entire fiscal year (AFI21-101/AFRC/SUP).

3.4.5.3. Compute monthly scheduled sortie requirements using the formula: (Number of sorties or hours required) divided by (1 minus the attrition factor). Example: (1,000 sorties or hours required) divided by (1 minus 0.15) equals 1,177 sorties or

hours to schedule. Remember to round any part to the next whole sortie or hour. (AFI21-101/AFRC/SUP).

3.4.6. NLT 25 Apr, 301MOF Analysis shall provide Sortie UTE Rates. Compute UTE rates by month for the entire fiscal year for contracted (required) sorties and scheduled sorties using the formula: (number of sorties per month) divided by (number of PAI aircraft) (AFI21-101/AFRC/SUP).

3.4.7. NLT 25 April, shall furnish Phase Dock capability by month for the entire FY (AFRCI 21-165); information shall normally be presented at the second or third weekly scheduling meeting of April (wing policy).

3.4.8. PS&D and OPS will work jointly to review and consolidate the FHP information into one package (AFI21-101). PS&D shall include all known scheduled maintenance projected on the long range maintenance plan. OPS shall include all known deployments, exercises, surges or special events. The consolidated plan shall be reviewed at the first weekly squadron scheduling meeting of May (wing policy); all known LIMFACS should be discussed/resolved at the squadron level. Minimum attendance for this meeting is 457FS/DO, 301AMXS supervision, 301MXS supervision, 301MOF supervision.

3.4.9. NLT 25 May, the consolidated First Look plan should be presented to 301MXG/CC and 301OG/CC (AFRCI 21-165); normally this shall be presented at the 3rd weekly Group scheduling meeting of May (wing policy).

3.4.10. Present the completed First Look package to the wing commander after it has been approved by both 301OG/CC and 301MXG/CC (AFRCI 21-165)

3.5. Flying Hour Allocation. The number of flying hours allocated to the 301FW is determined by AFRC IAW AFI 11-102 using the Air Force Single Flying Hour Model. Requirement sources include AFI 11-2F16 AFRC Ready Aircrew Program (RAP) messages, as well as AFRC and 10th Air Force (10AF) instructions and Operations Plans (OPLANS). The AFRC/A3 will forward a Baseline Allocation Message that will become the contract between AFRC and the 301FW. The flying hour allocation may be distributed to separate TFI accounts; active duty pilots shall not utilize hours allocated for AFRC, and AFRC pilots shall not utilize hours allocated for Active Duty. 301OSF/DOO shall manage utilization of TFI hour flying hour allocation. For purposes of flying hour allocation AFRC pilots include Air Reserve Technicians and Traditional Reservists; Active Duty pilots include Regular Air Force members assigned/attached to the 301FW in conjunction with TFI.

### 3.6. Wing FHP Planning/Planning Factors.

3.6.1. Using the Baseline Allocation Message, representatives from 301AMXS, 301MXS, 301MOF and OPS shall review/accomplish the following:

3.6.1.1. Maintenance Analysis section will validate the capability studies that were completed during "First Look" (AFRCI 21-165). The validation shall be complete within 10 days of receiving the allocations (wing policy).

3.6.1.2. NLT 20 August or within 10 days after receipt of the flying hour allocations PS&D and OPS scheduling provide affected work centers the planning factors listed below (AFI 21-101). PS&D and OPS scheduling shall notify their group commanders if the flying hour allocation is not received in time to meet this deadline.

These planning factors shall normally be presented in the next scheduled OPS/MX squadron scheduling meeting following receipt of the allocation (wing policy) Planning factors shall include:

3.6.1.2.1. PS&D shall provide sortie production capabilities computed by maintenance Analysis section (AFI 21-101).

3.6.1.2.2. OPS shall provide required flying hours and estimated sorties/missions for the year in monthly format, flying days in each month, projected TDY (Temporary Duty) and special mission requirements, configuration and munitions requirements (AFI 21-101).

3.6.2. NLT 1 September or within 10 days of receipt of the planning factors outlined in **paragraph 3.6.1.2**, squadron-level maintenance supervision shall present the Planning Factors listed below (AFI 21-101). These planning factors shall normally be presented in the next scheduled OPS/MX squadron scheduling meeting (wing policy). Maintenance supervision planning factors shall include:

3.6.2.1. Estimated number of aircraft available to OPS by month, airframe and personnel capability to meet mission/training requirements, number of supportable sorties each month, an estimated monthly attrition factor, recommended block scheduling pattern and a statement of limitations (AFI 21-101).

3.6.3. NLT 15 September or within 15 days of receipt of the planning factors outlined in **3.6.2.1**, the OPS and MX shall present their final proposed flying hour plan to the 301OG, 301MXG and 301MSG commanders; this shall be the basis for the annual planning meeting outlined in **paragraph 3.5.4** (wing policy).

3.6.4. NLT the 3rd weekly scheduling meeting of the month prior to the beginning of the fiscal year, PS&D and OPS will chair an annual planning meeting that includes representation from 301AMXS, 301MXS, MUNS, 301MOF, OPS, 301MXG and 301MSG. This meeting shall be the final refinement of the FY FHP prior to presentation to the wing commander. (AFRCI 21-165, para 2.3.4).

3.6.4.1. Wing policy is to schedule and accomplish the annual group-level planning meeting as early in September as practical. The 301OG/CC-, 301MXG/CC- and 301MSG/CC- approved plan shall be presented to the wing commander as early as practical, but NLT 2 business days prior to the beginning of the fiscal year.

3.6.5. The FHP package will produce an annual flying and maintenance plan that allocates sorties and hours into quarters, is approved by the wing commander, and published prior to the beginning of the fiscal year (AFI 21-101).

3.6.6. Once the wing commander approves the plan the 301OG and 301MXG will provide a coordinated final flying hour program message to AFRC/A3T/A4M prior to the beginning of the fiscal year (AFRCI 21-165).

**4. Quarterly/Monthly/Weekly Flying Schedule.** The wing commander approved annual FHP shall be refined into quarterly, monthly and weekly flying schedules as outlined in AFI 21-101/AFRC/SUP, Chapter 7.

4.1. Annual Flying and Maintenance Plan. In conjunction with the FHP development, OPS and MX will publish an annual flying and maintenance plan that consists of the following (wing policy):

4.1.1. Annual Flying Plan In conjunction with the FHP development, OPS will develop an annual flying plan that accomplishes RAP, munitions expenditure and deployment readiness. The calendar portion of the 301MXG/CC and 301OG/CC-approved annual flying plan shall be depicted in weekly, monthly and quarterly Wing schedules

4.1.2. Annual Maintenance Plan. In conjunction with the FHP development, MX will develop a long-range maintenance plan, by month for the entire year that forecasts all known major maintenance that reduces airframe availability. This includes but is not limited to phase projections, weight and balance, aircraft wash, TCTOs or any item that will make the airframe unavailable for more than 72 hours. If the exact timing of the required maintenance item is not known, a projection shall be made that demonstrates relative airframe availability for purposes of identifying sortie production limitations. The long range plan shall be in checkerboard format showing daily aircraft availability for each month.

4.2. Contract Sorties. In order to maintain required currency and qualification for pilots, MX and OPS will “contract” a specified number of sorties on a monthly basis onto which the historical monthly attrition rate will be applied to arrive at “scheduled” sorties.

4.3. Attrition. Historical monthly attrition rate is computed by 301MOF Analysis IAW AFRCI 21-165, Chapter 6. OPS and MX will consider all operational factors when adding attrition sorties. Extreme variations in local weather may make monthly attrition predictions unreliable; using a high monthly attrition factor may result in a schedule that strains manpower and resources to support. OPS and MX may jointly agree to average attrition over a defined period to overcome manning shortfalls and resource limitations that might result from using high historical attrition during certain months (wing policy).

4.3.1. Monthly contract sortie goal will be coordinated through the 457FS/DO to meet RAP and mission taskings.

4.3.2. Contract sortie requirements will be briefed by OPS at the OPS/MX Squadron Scheduling meeting. Application of attrition factors to meet the contract sortie goal shall be jointly agreed upon by OPS and MX.

4.3.3. Sortie goal shall be published in the quarterly, monthly and weekly schedule; progress toward sortie goal shall be presented weekly during wing scheduling meeting IAW **paragraph 4.8.1.5.**

4.4. Scheduling Parameters. The following parameters are used by OPS and MX schedulers to construct the annual, quarterly, and monthly flying schedules:

4.4.1. Turn Times. Standard turn time from scheduled landing time to next engine start time is driven by estimated times listed in Technical Orders to accomplish required through-flight tasks; without prior coordination with MX supervision, turn times will not be scheduled less than:

4.4.1.1. A/A: 1.5 Hours

4.4.1.2. A/G: 2.0 Hours

#### 4.4.1.3. Quick Turn: 1.0 Hours

4.4.1.4. Turn times published in the weekly/monthly/quarterly flying schedule shall be as agreed in the OPS/MX scheduling meeting and are not restricted by [paragraph 4.4.1](#) if approved by 301OG/CC and 301MXG/CC (Wing Policy).

4.4.1.5. Any reduced turn times resulting from late takeoffs, late landings or early takeoff requests will be coordinated between OPS and MX; coordination will be initiated by the organization requesting or responsible for the deviation from schedule. Deviations or changes to the signed flying and maintenance schedule shall be coordinated IAW **paragraph 4.6.5**. (Wing Policy)

#### 4.4.2. Spare Aircraft.

4.4.2.1. Spare aircraft requirements shall be printed by day on the flying schedule; generate only the absolute minimum of spare aircraft (AFI 21-101).

4.4.2.2. The spare requirement will not exceed 20 percent of aircraft committed to the flying schedule, rounded up to the next whole aircraft (AFRCI 21-165).

4.4.2.3. During planned sortie surges the 301MXG/CC determines the amount of spares that will be committed (AFRCI 21-165).

4.4.2.4. Maintenance Analysis section computes spare aircraft requirements by month using historical aircraft first sortie losses and provides data to PS&D for use in computing spare aircraft requirements. Application of spare factors shall be in accordance with AFRCI 21-165, chapter 6.

4.4.2.5. Spares for flyovers may require special consideration and will be coordinated and planned between OPS and MX (wing policy).

4.4.2.6. Deployment Ground Spares and Air Spares will be planned and coordinated during the deployment planning process. Considerations shall include configuration, number of aircraft deploying, divert and en-route locations, and maintenance support and workforce availability at home-station, en-route locations, and destination (wing policy).

#### 4.5. Aircraft Generation (wing policy).

4.5.1. Standard Daily Schedule. MX will normally commit up to 50 percent of Primary Aircraft Assigned to the daily flying schedule. For example, with 24 PAA, this equates to ten front lines in two configurations with two spares (one per configuration) for a total of twelve aircraft committed to the flying schedule per day (Wing Policy).

4.5.2. MainUTASchedule. With 24 PAA and associated manning, MX will normally generate 14 aircraft for Main UTAs; 12 front lines plus two spares. D-Model incentive/orientation sorties will be scheduled as coordinated at the OPS/MX Squadron Scheduling meeting.

4.5.3. Surge Scheduling. MX will generate up to 100% of available aircraft to support surge flying operations. Spares level will be coordinated at squadron-level in weekly meetings and real-time as the surge is ongoing.



4.5.4. Split Operations. During periods with deployed aircraft and personnel, the total number of sorties scheduled and aircraft committed (including spares) will normally equal no more than 50% of PAA (twelve aircraft for 24 PAA) unless otherwise coordinated and agreed upon by MX and OPS Squadron and Group supervision.

4.6. Flying Schedule Coordination. Flying schedule coordination shall be completed via scheduled meetings as indicated in paragraph 4.8. (also published in the weekly flying and maintenance schedule).

4.6.1. Quarterly Planning.

4.6.1.1. OPS will provide the next quarter flying requirements at the weekly OPS/MX Squadron Flying and Maintenance Plan (Scheduling) Meeting in conjunction with the first weekly scheduling meeting of September, December, March and June (AFRCI 21-165).

4.6.1.2. Schedulers shall ensure quarterly plans are as detailed and accurate as possible. Include known special missions, PDM, HHQ commitments and lateral unit support requirements. All maintenance requirements will be consolidated into a single quarterly plan. As a minimum the quarterly plan shows the current month and the next 2 months planned sorties and known maintenance requirements; other maintenance requirements will be posted as they become known or planned (AFI 21-101).

4.6.1.3. NLT 14 days before the next quarter the 301OG/CC and 301MXG/CC chair a quarterly Group Scheduling Meeting; OPS shall compile, coordinate and brief the unit's quarterly plan and include operational requirements, support capability and any difficulties expected (AFI 21-101). The quarterly Group commanders' "buy" of the schedule shall normally be held in conjunction with the second weekly Group Flying and Maintenance Plan (Scheduling) Meeting of September, December, March and June (wing policy).

4.6.2. Monthly Planning. OPS and MX will forecast and monitor requirements for the current and next 2 months, including predictable maintenance factors and known operational events such as exercises, deployments and surges (AFI 21-101).

4.6.2.1. NLT the first OPS/MX Squadron Scheduling Meeting of the month OPS will provide the next-month flying requirements including flying hour window (AFI 21-101).

4.6.2.2. NLT the second OPS/MX Squadron Scheduling Meeting of the month MX shall advise OPS whether the requirements can be met or what limitations exist (AFI 21-101).

4.6.2.3. NLT the third OPS/MX Squadron Scheduling Meeting of the month OPS and MX shall formalize the next month plan for presentation to the Wing/CC. During the monthly scheduling briefing to the wing commander, OPS shall outline past accomplishments, status of flying goals, problems encountered and detailed needs for next month; MX shall outline projected maintenance capability and aircraft/equipment availability (AFI 21-101).

4.6.2.4. The monthly Flying and Maintenance Plan shall address/include information as outlined in AFI 21-101, paragraphs 7.7.5 through 7.7.5.13.7.

4.6.3. Weekly Planning.

4.6.3.1. NLT 2 workdays prior to the OPS/MX squadron scheduling meeting, the OPS schedulers will provide the next-week flying requirements (AFI 21-101). Changes to proposed schedule after the deadline will be highlighted via email to 301AMXS, 301MXS and 301MOF supervision (wing policy).

4.6.3.2. The signed weekly schedule is the final planning guide for both OPS and MX and is the basis for deviation reporting. The schedule shall be followed as printed, or as amended by coordinated changes documented on an AF Form 2407 (AFI 21-101).

4.6.3.3. NLT 1200 Friday, PS&D shall distribute the WG/CC-approved schedule for the following week.

4.6.4. Signed Schedule. An electronic copy of the flying schedule shall only be distributed after approval by the wing commander. After the wing commander signs/approves the quarterly, monthly, or weekly flying and maintenance schedule, an electronic copy shall be distributed via email to the affected offices; a scanned image of the signed schedule (including pen and ink changes and AF Form 2407) shall be made available on the (Local Area Network )LAN for reference (wing policy).

4.6.5. Changes to the signed schedule.

4.6.5.1. All changes to the signed weekly schedule will require an AF 2407 except a change of aircrew names, ranges, airspace or changes that occur after the first crew ready time. Sortie additions, aircraft additions and flying window expansion that occur after the first crew ready time will be coordinated with affected agencies via radio or telephone (AFRCI 21-165).

4.6.5.2. The agency requesting the change will initiate/coordinate an AF Form 2407 or the electronic equivalent. The AF Form 2407 will clearly state the required change and the specific reason for each change. Changes must be coordinated with the following agencies at a minimum. 301AMXS (through Pro Super), 301MXS (through Operations Officer or Superintendent), 301MOF (through MOC) who is responsible for notifying PS&D, Analysis, 301MOF Superintendent, 301MXG/CC and if applicable notify MSL and POL.), OPS (through 457FS/DO, who is responsible for notifying 301OG, if applicable notify Munitions Control (AFRCI 21-165).

4.6.5.2.1. Tail Number Swaps. Tail number swaps for aircraft already on the flying schedule will be used to the maximum extent possible to prevent reconfiguration and unnecessary expenditure of work hours when the primary aircraft is not mission-capable by its scheduled take-off time. Tail swaps made prior to crew show must be recorded on an AF Form 2407 or electronic equivalent (AFRCI 21-165).

4.6.5.2.2. Configuration. Configuration changes including those made after the production meeting the day prior or before crew change on the scheduled sortie

date must be coordinated via AF Form 2407 or electronic equivalent (AFRCI 21-165).

4.6.5.3. After coordination, a copy of the AF Form 2407 is filed in the MOC and disposed of IAW the Air Force Records Information Management System (AFRIMS). The MOC will ensure Analysis receives all AF Form 2407s for deviation accounting (AFRCI 21-165).

4.6.5.4. Pen-and-Ink Changes.

4.6.5.4.1. Pen-and-ink changes made to next week's schedule, and coordinated by 1600 hours Friday are authorized, are non-reportable, and become part of the printed weekly flying schedule. An AF Form 2407 or electronic equivalent is required and must be titled ?Pen and Ink (AFRCI 21-165).

4.6.5.4.2. During a scheduled UTA Weekend, units are allowed to accomplish pen-and-ink changes by 1600 hours on Sunday (AFRCI 21-165).

4.6.5.4.3. All AF Form 2407 Pen and Ink changes that add Sorties or increase the flying window will be approved by both the 301OG/CC and 301MXG/CC or their designated representative as listed in paragraph 5.2.9. All other AF Form 2407 changes will be approved by the affected Squadron Commander(s) or their designated representative(s) (AFRCI 21-165).

4.7. Additional Planning Considerations.

4.7.1. No-Fly Duty Days. Planned no-fly days are for the purpose of accomplishing scheduled and unscheduled maintenance and reconstitution of personnel, aircraft, support equipment, and facilities; accomplishment of mandatory training; planning sessions and mandatory meetings. All no-fly days are subject to agreement between Squadron-level agencies and approval by 301OG/CC, 301MXG/CC and 301FW/CC.

4.7.1.1. Desired No-Fly Days are agreed upon considering attrition, pilot RAP to maintain CMR and circumstances that dictate additional maintenance to sustain the fleet health (i.e. Significant fleet modifications, emergency TCTO compliance, deployment readiness).

4.7.2. Typical Programming Considerations for No-Fly Days:

4.7.2.1. Monday after Main UTA or Friday prior to Alternate UTA.

4.7.2.2. Main UTA Sunday (primary ground training day).

4.7.2.3. Alternate UTA Sunday (secondary ground training day).

4.7.2.4. Friday after Thanksgiving.

4.7.2.5. Minimum one day prior to a pre-deployment aircraft generation or operational readiness exercise/inspection (>4 aircraft).

4.7.2.6. Tuesday following a 3-day weekend

4.7.3. Reduced Flying Days. Reduced flying scheduled to allow for scheduled and unscheduled maintenance and reconstitution of personnel, aircraft, and support

equipment following transitions in battle rhythm. May be changed by mutual agreement between squadrons, subject to group/wing approval.

4.7.3.1. The day following cessation of night flying, first scheduled engine start will be no earlier than 1000L.

4.7.3.2. The day following a three-day (or longer) weekend first scheduled engine start will be no earlier than 1000L.

4.7.3.3. Monday following a non-UTA weekend, first scheduled engine start will be no earlier than 1000L.

4.7.3.4. The week between Christmas and New Year's holidays schedulers will attempt to accommodate a single-shift Maintenance effort.

4.7.3.5. Consider reducing schedule to accommodate AEF, other deployment, or major aircraft modifications; subject to coordination between OPS and MX.

4.7.4. Configurations. The configurations listed in the Standard Conventional Load (SCL) are published as part of the weekly/monthly/quarterly schedule. Changes will be coordinated at the Weekly OPS/MX Squadron Scheduling Meeting.

4.7.4.1. Configurations will not change during the week and will remain consistent relative to the Air-to-Air and Air-to-Ground percent composition unless significant circumstances dictate, and agreed upon by both OPS and MX.

4.7.4.2. Scheduled aircraft configuration shall always be documented in the signed schedule in the SCL column or remarks column; all changes shall be coordinated and documented in writing via AF2407. Verbal changes to configuration is not authorized (wing policy).

4.7.5. Cross-Country Sorties. Cross-country (XC) sorties will normally decrement local scheduled flying unless otherwise negotiated at the Weekly Squadron Scheduling Meeting.

4.7.5.1. XC missions flown by the 301FW/CC/CV, 301OG/CC/CD, or 457FS/CC, and single-ship depot delivery/pickup will normally be in addition to and not decremented from local flying lines.

4.7.5.2. XC recoveries on scheduled non-duty days will be recovered by Transient Alert personnel; all coordination for XC recovery on non-duty days, including fueling, shall be the responsibility of OPS.

4.7.6. FLYING HOUR PROGRAM RECONCILIATION AND REPORTING

4.7.6.1. Flying Hour Reconciliation (wing policy):

4.7.6.1.1. Daily Flying Data Entry:

4.7.6.1.1.1. Maintenance Debrief shall enter 781 data into IMDS immediately following aircrew debrief. Cross country sorties shall be debriefed and have 781 data entered NLT the next business day following return.

4.7.6.1.1.2. OPS Aviation Resource Management (ARM) shall validate accuracy of 781 data and immediately report any discrepancies to both

Debrief and Analysis sections. Debrief shall immediately enter corrected 781 data into IMDS; after Debrief makes any corrections, they shall notify Analysis and OPS ARM that corrections have been made in IMDS.

4.7.6.1.1.3. 301OSF/DOO shall track flying hours separately for AFRC and Active Duty based on status of the pilot that flies the sortie, and actively manage separate allocations as directed by HHQ.

4.7.6.1.2. Recurring Flying Data Audit (wing policy):

4.7.6.1.2.1. 301MOF Analysis and OPS Aviation Resource Management (ARM) will compare sorties and hours every Monday for the previous week schedule execution. If any discrepancies exist, each office will verify all data and make the necessary corrections.

4.7.6.1.2.2. 301MOF Analysis and OPS ARMs shall reconcile the previous month on the first business day of each month.

4.7.6.1.2.3. 301MOF Analysis and OPS ARMs shall conduct quarterly and semi-annual audits on the first business day of each quarter and semi-annual period.

4.7.6.1.2.4. 301MOF Analysis and OPS ARMs shall conduct an annual audit on the next business day following the last flying day of the fiscal year.

4.7.6.1.2.5. All requests for changes in IMDS shall be made to Maintenance Debrief as soon as known. Change requests shall be made via email from OPS ARM to Maintenance Debrief with a copy of the request sent to 301MOF Analysis section. Any changes to IMDS data requested more than 90 days after the sortie was flown shall require coordination through 301OG/CC and 301MXG/CC to the IMDS database manager at Gunter AFB; 301OG/CC or 301MXG/CC shall provide written justification for the change.

4.7.6.1.2.6. Once identified and corrected, 301MOF Analysis section shall validate that any requested changes to flying hours in IMDS have been made and reconcile with OPS ARMs data.

4.7.6.1.2.7. NLT 1 business day after EOY, 301OSF/DOO shall provide Analysis section the final flying hours and sorties for the year. AFRC captures EOY aircraft sortie/hour/utilization data from REMIS/IMDS systems 4 calendar days after end of fiscal year. All reportable data shall be reconciled prior to this time.

4.7.6.1.2.8. 301OSF/DOO, in coordination with the 457FS/DO shall report flying hours executed on a quarterly basis to HHQ, or more frequently if directed by higher authority. Flying hour execution shall be listed separately for AFRC and Active Duty hours executed, as directed by HHQ. The last quarter of the FY, the total hours reported shall be coordinated and reconciled with OPS ARM, 301MOF Analysis and Maintenance Debrief to ensure number reported by OPS match numbers in REMIS/IMDS.

4.7.7. Flying and Maintenance Plan (Scheduling) Meetings. Scheduling meetings are the basis for coordination of the wing FHP. The series of meetings are a coordinated wing

effort, with each subsequent meeting requiring input from the previous meeting to be successful. During periods of reduced manning, such as deployments, TDY or other circumstances where the primary representatives cannot attend, each unit shall ensure they are represented at the appropriate level for all scheduling meetings. Squadron or Group level scheduling meetings shall not be canceled without prior approval from both 301MXG/CC and 301OG/CC. (Wing Policy)

4.7.7.1. OPS/MX Squadron Flying and Maintenance Plan (Scheduling) Meeting.

4.7.7.1.1. Tuesday, 1300 in 457FS Auditorium.

4.7.7.1.2. Attendance: 457th Fighter Squadron supervision and schedulers, 301AMXS, 301MXS, and 301MOF supervision; 301MOF Plans & Scheduling; 301AMXS and 301MXS Section Chiefs; and functional representatives as directed by 301AMXS and 301MXS Superintendents (Phase, Munitions, etc.)

4.7.7.1.3. Duties:

4.7.7.1.3.1. Chaired by 457FS Scheduler

4.7.7.1.3.2. Propose and negotiate the details of next week's schedule adjusting for lost sorties cumulative over the month that exceeded attrition or sortie execution that beat attrition.

4.7.7.1.3.3. Preview appropriate monthly, quarterly schedules and prepare to brief monthly, quarterly plans to 301OG/CC and 301MXG/CC at appropriate pre-monthly/quarterly milestones (3rd week of month and/or 3rd month of quarter.)

4.7.7.2. Maintenance Plan (Scheduling) Meeting

4.7.7.2.1. Wednesday, 1000 in 301MXG conference room

4.7.7.2.2. Attendance: 301AMXS, 301MXS and 301MOF supervision; 301AMXS and 301MXS Section Chiefs; 301MOF Plans & Scheduling; 301MXG/QA

4.7.7.3. Duties:

4.7.7.3.1.1. Develop plan to execute the next weeks maintenance schedule and support the proposed flying schedule.

4.7.7.3.1.2. Identify LIMFACS that could not be resolved at the Squadron Scheduling Meeting. All maintenance LIMFACS shall be up-channeled to 301MXG/CC NLT end of day.

4.7.7.3.1.3. Determine support requirements from other wing agencies.

4.7.7.4. Group Flying and Maintenance Plan (Scheduling) Meeting.

4.7.7.4.1. Wednesday, 1530, Wing Conference Room, Bldg 1654.

4.7.7.4.2. Attendance: 301OG/CC and 301MXG/CC, 457FS Supervision; 301MXS, 301AMXS, and 301MOF supervision.

4.7.7.4.3. Duties:

4.7.7.4.3.1. Co-chaired by 301OG/CC and 301MXG/CC or their designated representative.

4.7.7.4.3.2. Review previous week's schedule and deviations and evaluate status of executed sorties vs. contracted sorties for the month.

4.7.7.4.3.3. Approve next week's flying schedule and maintenance plan considering lost sorties cumulative over the month that exceeded attrition or sortie execution that beat attrition.

4.7.7.4.3.4. Preview future months' plan(s); prepare to brief weekly, monthly, quarterly plans to 301FW/CC at appropriate milestones.

4.7.7.4.3.5. Arbitrate instances of mismatch between requirements and capabilities.

4.7.7.5. Wing Flying and Maintenance Plan (Scheduling) Meeting.

4.7.7.5.1. Thursday, immediately following daily 1500 Wing Standup, Wing Conference Room, Bldg 1654. Attendance: FW/CC; FW/CV; 301MXG/CC; 301MSG/CC; 301OG/CC; OPS supervision; 301MXS, 301AMXS and 301MOF supervision.

4.7.7.5.2. Duties:

4.7.7.5.3. Chaired by WG/CC/CV; provide Wing-level guidance and approval of schedules.

4.7.7.5.4. Arbitrate instances of mismatch between requirements and capabilities.

4.7.7.5.5. Hold the 301OG/CC, 301MXG/CC, and 301MSG/CC accountable for execution of the signed annual, quarterly, monthly and weekly schedule.

4.7.7.5.6. OPS and MX representatives shall brief their corresponding parts of the weekly/monthly/quarterly Wing Flying and Maintenance Plan prior to obtaining 301FW/CC signature. 301MXG/CC and 301OG/CC will comment on status of FHP sorties and hours as necessary including status of contracted, scheduled and executed sorties for the current month.

4.7.7.5.7. The Wing scheduling briefing will contain status of pilot RAP and execution of the FHP. OPS and Maintenance shall provide slides and brief IAW wing commander instructions. The briefing shall be coordinated to cover required information without duplication.

4.7.7.6. Wing Standup. The 301FW/CC shall be briefed on the status of resources that affect execution of the FHP. A template of standard items and required frequency to brief wing commander is included in Appendix 1 (wing policy):

## 5. Organizational Responsibilities.

### 5.1. 301FW/CC:

5.1.1. Approve and/or direct changes to the Wing Annual FHP.

5.1.2. Approve and/or direct changes to the quarterly, monthly, and weekly plans as briefed/recommended by 301OG and MXG Commanders at the Weekly Wing Scheduling Meeting.

5.1.3. Ensure 301OG, 301MXG and 301MSG Commanders and subordinates participate in planning and executing the Wing FHP.

5.2. Maintenance Group Commander (301MXG/CC) will:

5.2.1. Lead efforts to preserve maintenance capability and fleet health to support all tasked missions.

5.2.2. Participate in planning and execution of the Wing FHP.

5.2.3. Ensure MX support to achieve 301OG operational and training requirements as stated in AFI 11-2F-16 and AFRC RAP Tasking Message.

5.2.4. Ensure readiness and proper utilization of aircraft, maintenance personnel and equipment.

5.2.5. Ensure scheduled, unscheduled, technical data-driven and preventive maintenance is managed to ensure aircraft fleet readiness and health.

5.2.6. Manage hourly, calendar, and event-driven inspections and maintenance on aircraft and equipment including Air Force Technical Order (AFTO)1F-16C-6 requirements for 300-hour phase inspections, and manage fleet phase flow.

5.2.7. Commit available assets to operational requirements.

5.2.8. Approve or modify the flying and maintenance plan at the Weekly Group Scheduling Meeting.

5.2.9. Approve schedule changes when required by this instruction; ensure changes are coordinated with appropriate agencies. In the absence of the 301MXG/CC, if the 301MXG/CC has not designated an approval authority, the succession of approval will be: 301MXG/CD, 301AMXS/CC, 301MOF/CC, 301MXS/CC, 301AMXS Operations Officer, 301MXS Operations Officer, 301AMXS Superintendent, 301MXS Superintendent, 301MXG Superintendent. In all cases, approving authorities will inform the 301MXG chain-of-command of schedule changes approved in their absence

5.2.10. Inform the 301MSG/CC of support requirements to accomplish the Wing plan.

5.2.11. Present jointly with the 301OG/CC the coordinated wing schedule to the 301FW/CC at the Weekly Wing Scheduling Meeting.

5.3. Aircraft Maintenance Squadron (301AMXS)/ Maintenance Squadron (301MXS) Supervision will:

5.3.1. Coordinate the quarterly/monthly/weekly flying schedule IAW this instruction.

5.3.2. Negotiate and coordinate daily flying schedules at the Weekly Squadron Scheduling Meeting. 301AMXS/301MXS supervision is responsible for planning and accommodating workforce readiness issues including meal times, training, housekeeping, and shift schedules.



5.3.3. 301AMXS Supervision will coordinate next week's turn plans, flying windows, spares, and configuration with 457FS supervision.

5.3.4. 301AMXS Supervision will meet daily with 457FS Supervision/SOF to brief the daily aircraft status and coordinate the flying schedule and any required changes. Changes will be briefed to the Wing chain-of-command and coordinated with all affected sections.

5.3.5. Ensure primary aircraft on the flying schedule are Crew-Ready. To be considered "crew-ready", an aircraft in a primary scheduled line must be:

5.3.5.1. Configured IAW the flying schedule.

5.3.5.2. Have the Exceptional Release (ER) signed.

5.3.6. Ensure spare aircraft on the flying schedule are Crew-Ready. To be considered "crew-ready", a spare aircraft must be:

5.3.6.1. Configured as agreed and published in weekly schedule.

5.3.6.2. Have the ER signed.

5.4. 301AMXS Lead Production Superintendent (Pro Super) will:

5.4.1. Monitor compliance with this agreement.

5.4.2. Review daily with PS&D aircraft assigned to the flying and maintenance schedule to ensure effective phase flow and maintenance scheduling effectiveness.

5.4.3. Review daily flying schedule with OPS supervision prior to each scheduled engine start time to include aircraft lineup, configurations, and spare status.

5.4.4. Pro Super is decision authority for directing use of spare aircraft.

5.5. Maintenance Debrief will:

5.5.1. Debrief each mission immediately after landing. Exceptions will be:

5.5.1.1. Debrief ORE/ORI sorties as directed in operations orders (OPORD)/special instructions (SPINs).

5.5.1.2. When cross-country missions are flown on a non-duty day, debrief the mission immediately on the first duty day following the sortie return. This includes holiday flyovers, ferry missions, etc., landing after duty hours or on non-duty days.

5.5.2. Request and coordinate specialist support for debriefing non-standard discrepancies and emergencies.

5.5.3. Coordinate flying hour reconciliation IAW **paragraph 4.7.6.**

5.6. Maintenance Operations Flight (MOF) Supervision will:

5.6.1. Ensure PS&D coordinate with OPS supervision and support planning and documentation efforts required by the Wing Annual FHP and quarterly, monthly, and weekly plans and daily flying schedules.

5.6.2. Ensure PS&D coordinate and publish the Annual, Quarterly, Monthly, and Weekly Flying and Maintenance Plans. Hardcopy schedules are produced for weekly

coordination and approval. When signed, the electronic copy will be distributed to all supporting/supported Wing agencies.

5.6.3. Ensure Analysis section coordinates flying hour reconciliation IAW **paragraph 4.7.6.**

5.6.4. Ensure Analysis section provides UTE rates for First Look IAW **paragraph 3.4.6.**

5.6.5. Ensure P&S and Analysis provide planning factors IAW **paragraph 3.6.**

5.6.6. Ensures Analysis provides spare aircraft requirements IAW **paragraph 4.4.2.4.**

5.7. Mission Support Group Commander (MSG/CC) will:

5.7.1. Ensure affected representative(s) from the 301MSG attends the Monthly, Quarterly and Annual scheduling meetings.

5.7.2. Provide expeditionary combat support (ECS) and combat service support (CSS) in for the 301OG and 301MXG missions.

5.7.3. Provide resources, guidance and oversight of 301LRS functions in direct support of the Wing FHP including petroleum, oil and lubricants (POL), supply, and transportation.

5.7.4. Advise the 301FW/CC, 301OG/CC, and 301MXG/CC on logistics and support capabilities and processes to ensure accomplishment of the Wing's flying and maintenance mission.

5.8. Operations Group Commander (301OG/CC) will:

5.8.1. Coordinate and commit resources necessary to ensure assigned pilots are trained IAW the AFRC RTM, F-16-specific missions, and combatant commander (CCDR) requirements.

5.8.2. Ensure the Wing Annual FHP and quarterly, monthly, weekly, and daily plans support and accomplish tasked designed operational capability (DOC) statements and response times.

5.8.3. Co-chair the Group Scheduling Meeting with the 301MXG/CC and review and approve flying and maintenance plans for presentation to the 301FW/CC.

5.8.4. Approve schedule changes when required by this instruction; ensure changes are coordinated with appropriate agencies. In the absence of the 301OG/CC, if the 301OG/CC has not designated an approval authority, the succession of approval will be: 301OG/CD, 457FS/CC, 457FS/DO, 457FS/ADO, OSF/CC, then Top 3/SOF In all cases, approving authorities will inform the 301OG chain-of-command of schedule changes approved in their absence.

5.9. 457th Fighter Squadron Operations Officer (457FS/DO) will:

5.9.1. Monitor compliance with this agreement.

5.9.2. Coordinate development of the Wing Annual FHP within timelines published in this document.

5.9.3. Draft the Annual FHP and quarterly, monthly, and weekly plans IAW the provisions of this document and in coordination with MX functional areas.

- 5.9.4. Ensure the daily, weekly, monthly and quarterly schedules accomplish the approved Wing Annual FHP.
- 5.9.5. Coordinate changes to annual FHP hourly allocation and munitions as early as possible and with appropriate agencies through the weekly planning process.
- 5.9.6. Execute the approved plans as published.
- 5.9.7. Notify 301OG and 301MXG Supervision and Wing Staff agencies of (Distinguished Visitors) DVs and senior leader sorties on future schedules.
- 5.9.8. 457FS/DO or his designated representative shall coordinate with MX with as much advanced notice as possible when the flying schedule must be increased or reduced.
- 5.10. Operations Support Flight Supervision will:
  - 5.10.1. Ensure flying hour allocation and execution are managed and reported separately for Active Duty and AFRC pilots IAW this instruction and (Higher Headquarters) HHQ directives
- 5.11. 457th Fighter Squadron Supervision (SOF/Top 3) will:
  - 5.11.1. Review daily flying schedule with Pro Super NLT 1+50 prior to each scheduled engine start time to include aircraft lineup, configurations, and spare status.
- 5.12. 457th Fighter Squadron Scheduling (DOS) will:
  - 5.12.1. Coordinate the quarterly/monthly/weekly flying schedule IAW this instruction.
  - 5.12.2. Schedule sortie type, duration, configuration and timing IAW paragraph 4.7.
  - 5.12.3. Publish a weekly schedule in PEX that includes pilot names, configurations, ordnance requirements, range/airspace, and training requirements.
  - 5.12.4. Ensure any changes to the signed schedule are documented via AF2407 before changing PEX.
  - 5.12.5. Chair weekly/monthly/quarterly squadron scheduling meetings.
  - 5.12.6. Coordinate any schedule changes IAW paragraph 4.6.5.
- 5.13. 457th Fighter Squadron Aviation Resource Management (1CO personnel) will:
  - 5.13.1. Coordinate tail numbers and parking locations with the 301AMXS Lead Pro Super or MOC prior to pilot step time.
  - 5.13.2. Provide information to ensure proper documentation of FHP execution, to include:
    - 5.13.2.1. Provide aircraft landing times and statuses to MOC when inbound squawk received from pilots via radio.
    - 5.13.2.2. Notify MOC of air aborts and aircraft diverts as soon as possible.
    - 5.13.2.3. Coordinate and resolve flying hour reports in ARMS and IMDS with Maintenance Debrief and 301MOF Analysis IAW paragraph 4.7.6 of this instruction.
- 5.14. Command Post (CP) will:

5.14.1. Provide information to ensure proper documentation of FHP execution, to include:

5.14.1.1. Monitor and report information on cross-country missions to MOC.

5.14.1.2. Report any aircraft status information, emergencies, and other significant updates to Wing, 301OG, and 301MXG leadership.

RONALD B. MILLER, Brig Gen, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101, *Aerospace Equipment Maintenance Management*

AFI 21-101, AFRC Sup 1, *Aerospace Equipment Maintenance Management*

Afi11-2F-16, *F-16 Operations Procedures*

***Adopted Forms***

Air Force Form 2407, *Weekly/Daily Flying Schedule Coordination*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFOSH STD**—Air Force Occupational and Environmental Safety, Fire Protection and Health Standard

**AFTO**—Air Force Technical Order

**AFRIMS**—Air Force Records Information Management System

**AMXS**—Aircraft Maintenance Squadron

**DOP**—Dropped Object Prevention

**DR**—Deficiency Report

**DVR**—Digital Video Recorder

**EOR**—End-of-Runway

**FW**—Fighter Wing

**FY**—Fiscal Year

**FO**—Foreign Object

**TFI**—Total Force Integration

**LIMFAC**—Limiting Factors

**ART**—Air Reserve Technician

**UMD**—Unit Manning Document

**PAA**—Primary Aircraft Assigned

**PMAI**—Primary Mission Aircraft Inventory

**OS**—Operations Squadron

**FS**—Fighter Squadron

**OSS**—Operations Support Squadron

**FHP**—Flying Hour Program  
**RAP**—Ready Aircrew Program  
**PS&D**—Plans, Scheduling and Documentation  
**O&M**—Operations and Maintenance  
**NLT**—No Later Than  
**UTE**—Utilization  
**TDY**—Temporary Duty  
**TCTO**—Time Compliance Technical Order  
**MSL**—Maintenance Supply Liaison  
**POL**—Petroleum, Oil & Lubricants  
**UTA**—Unit Training Activity  
**SCL**—Standard Conventional Load  
**CX**—Cross Country  
**IMDS**—Integrated Maintenance Data System  
**ARM**—Aviation Resource Management  
**REMIS**—Reliability & Maintainability Information System  
**ORE**—Organizational Readiness Evaluation  
**ORI**—Organizational Readiness Inspection  
**OPORD**—Operations Order  
**SPPINs**— Special Instructions  
**CCDR**—Combatant Commander  
**DOC**—Designed Operational Capacity  
**HHQ**—Higher Headquarters  
**SOF**—Supervisor of Flying  
**CP**—Command Post  
**MOC**—Maintenance Operations Center

**Attachment 2****RECOMMENDED 301FW DAILY WING STANDUP OUTLINE****A2.1. Local Weather (Current, Next Day, 5 Day Forecast)**

A2.1.1. - Frequency: Daily

A2.1.2. - OPR: OSF/ Briefer: OSF

A2.1.3. - Purpose: Local Conditions/ LIMFACs to Mission Accomplishment

**A2.2. Aircraft Availability (new 301MXG metric in-work)**

A2.2.1. - Frequency: Daily

A2.2.2. - OPR: 301MOF/ Briefer: 301MXG/CC

A2.2.3. - Purpose: Provide Mission-Capable Aircraft/ Assess Short-Term Capability

**A2.3. MC Rate (30-day bar graph depiction)**

A2.3.1. - Frequency: Daily

A2.3.2. - OPR: 301MOF/ Briefer: 301MXG/CC

A2.3.3. - Purpose: Provide Mission-Capable Aircraft/ Assess Long-Term Fleet Health

**A2.4. Current Aircraft Status**

A2.4.1. - Frequency: Daily

A2.4.2. - OPR: 301MOF/ Briefer: AMU/301AMXS

A2.4.3. - Purpose: Provide Mission-Ready Aircraft/ Assess Short-Term Capability

A2.4.4. - Purpose: Provide Mission-Ready Aircraft and Equipment/ Assess Potential LIMFACs

**A2.5. Ops RAP/Training Syllabus Status**

A2.5.1. - Frequency: Weekly

A2.5.2. - OPR: OSF/FS/ Briefer: 301OG/CC

A2.5.3. - Purpose: Provide Mission-Ready Pilots/Assess Effectiveness of Wing FHP

**A2.6. Previous Day Sortie Recap (Ops)**

A2.6.1. - Frequency: Daily

A2.6.2. - OPR: 457FS/ Briefer: 457FS/DO

A2.6.3. - Purpose: Provide Mission-Ready Pilots/Assess Effectiveness of Wing FHP

**A2.7. Previous Day Sortie Recap (AMU)**

A2.7.1. - Frequency: Daily

A2.7.2. - OPR: AMU/ Briefer: AMU/301AMXS

A2.7.3. - Purpose: Provide Mission-Capable Aircraft/ Assess Effectiveness of Wing FHP

**A2.8. Previous Day Ops/MX/Other Deviations**

A2.8.1. - Frequency: Daily

A2.8.2. - OPR: 301MOF/ Briefer: AMU and 457FS/DO

A2.8.3. - Purpose: Analyze LIMFACs/Areas for Improvement/ Assess Effectiveness of Wing FHP

**A2.9. Current Day Flying Schedule (Ops)**

A2.9.1. - Frequency: Daily

A2.9.2. - OPR: 457FS/ Briefer: 457FS/DO

A2.9.3. - Purpose: Provide Mission-Ready Pilots

**A2.10. Current Day Flying and MX Schedule (MX)**

A2.10.1. - Frequency: Daily

A2.10.2. - OPR: AMU/ Briefer: AMU/301AMXS

A2.10.3. - Purpose: Provide Mission-Ready Aircraft

**A2.11. Next Day Flying Schedule (Ops)**

A2.11.1. - Frequency: Daily

A2.11.2. - OPR: 457FS/ Briefer: 457FS/DO

A2.11.3. - Purpose: Review Plan for Execution of Wing FHP

**A2.12. Next Day Flying and MX Schedule (MX)**

A2.12.1. - Frequency: Daily

A2.12.2. - OPR: AMU/ Briefer: AMU/301AMXS

A2.12.3. - Purpose: Review Plan for Execution of Wing FHP

**A2.13. MICAP Supply Status (All MICAPS- 1A, 1G, 1M)**

A2.13.1. - Frequency: Daily

A2.13.2. - OPR: 301LRS/ Briefer: 301LRS/LGRS

**A2.14. Munitions Status**

A2.14.1. - Frequency: Weekly

A2.14.2. - OPR: 301MXS/ Briefer: 301MXS

A2.14.3. - Purpose: Assess Long-/Short-Term Capability to Accomplish Wing FHP

**A2.15. F-110 Engine Status**

A2.15.1. - Frequency: Daily

A2.15.2. - OPR: 301MXS/ Briefer: 301MXS

A2.15.3. - Purpose: Assess Long-Term/ Short-Term Readiness/Capability to Accomplish Wing FHP



**A2.16. AN/ALQ-131 ECM Pod Status**

A2.16.1. - Frequency: Daily

A2.16.2. - OPR: 301MXS/ Briefer: 301MXS

A2.16.3. - Purpose: Assess Long-/Short-Term Readiness/Capability to Accomplish Wing FHP

**A2.17. LITENING/ALQ-188 Pod Status**

A2.17.1. - Frequency: Daily

A2.17.2. - OPR: 301AMXS/ Briefer: 301AMXS

A2.17.3. - Purpose: Assess Long-/Short-Term Readiness/Capability to Accomplish Wing FHP

**A2.18. Maintenance Capability Status (New)**

A2.18.1. - Frequency: Weekly

A2.18.2. - OPR: 301MOF/ Briefer: 301MXG

A2.18.3. - Purpose: Assess Current Status/ Potential LIMFACs of MX Capability (Annual FHP) Drivers

**A2.19. Refuel/Defuel Truck Status**

A2.19.1. - Frequency: Weekly

A2.19.2. - OPR: 301LRS/ Briefer: 301LRS/LGRF

A2.19.3. - Purpose: Assess Long-Term/ Short-Term Readiness/Capability to Accomplish Wing FHP

**A2.20. Base Fuel Stockage Status (JP-8)**

A2.20.1. - Frequency: Weekly

A2.20.2. - OPR: 301LRS/ Briefer: 301LRS/LGRF

A2.20.3. - Purpose: Assess Long-Term/Short-Term Capability to Accomplish Wing FHP

**A2.21. Wing Vehicle Status**

A2.21.1. - Frequency: Weekly

A2.21.2. - OPR: 301LRS/Briefer: 301LRS/LGRV

A2.21.3. - Purpose: Assess Long-Term/Short-Term Capability to Accomplish Wing FHP

**A2.22. Small Arms Inventory Status**

A2.22.1. - Frequency: Monthly

A2.22.2. - OPR: 301LRS/LGRS

A2.22.3. - Purpose: Assess Wing Capability to Perform Expeditionary Mission

**A2.23. MOBAG/ CWDE Mask Inventory Status**

A2.23.1. - Frequency: Monthly

A2.23.2. - OPR: 301LRS/LGRS

A2.23.3. - Purpose: Assess Wing Capability to Perform Expeditionary Mission

**A2.24.** Public Affairs Events

A2.24.1. - Frequency: Daily

A2.24.2. - OPR: 301st Fighter Wing Public Affairs (301FWFW/PA)

A2.24.3. - Purpose: Inform Organizations/Assess Impact of Events on Ability to Accomplish Mission

**A2.25.** 301FW/CC's Intent/Comments